

ATTACHMENT C

SOLICITATION 52PAPT201008

INSTRUCTIONS FOR PROCESSING NEW  
APPLICATIONS  
JANUARY 25, 2002

## Assigning the Mail Date

Express Mail: Use the "DATE IN" from the Express Mail Label, origin section. If that date is missing, use the "ACCEPTANCE" date on the USPS website. If that date is missing use the ENROUTE date. If there is nothing but an ARRIVAL date, use the previous day as the mail date. If there is nothing but a NOTICE LEFT date, use the previous day as the mail date.

## Handling Exceptions:

1. Papers that say, " Petition to Make Special" or "Requests to Make Special". These are papers that look like they may be new applications, or they may have a transmittal or cover letter on them requesting special handling. All must have money enough for one class. Process:
  - Prepare these as for all other new applications, except the papers will be placed in a "yellow" file jacket. Process the fees, scan the application, and send to assembly shelf. Once the application is assembled and ready for the Law Office, scan the file to location 450 and deliver to Karen Smith's attention in the A/C's Office.
2. The A/C's Office will have for pickup twice daily papers that will be treated as new applications. These – ***need to resolve processing issues with Filing Date Restorations.***
3. Resubmitted informals must have new mail dates assigned and new serial numbers assigned. If the old mail date and serial number labels are still attached, they must be cancelled so that when scanned, we pick up the correct new mail date and new serial number.
4. Applications where the applicant has not submitted any fees whatsoever and requests a fee waiver, should be processed normally except that the fee sheet should be stamped (or handwritten) FEE WAIVER REQUESTED. These applications are all sent to the A/C's Office after final assembly. It is the contractor's responsibility to ensure these are properly routed to the A/C's Office, ie, you will need to identify these internally so that they are not accidentally sent to Law Office assigned.
5. ***Applications submitted that are damaged beyond processibility should be given to the COTR. Generally, these will be returned to the applicant.***